



Martin O'Malley
Governor

Anthony Brown
Lt. Governor

Brenda Donald
Secretary

Child Support Enforcement Administration

February 5, 2010

The Honorable Audrey J. S. Carrion
Circuit Court for Baltimore City
200 Courthouse East
111. North Calvert Street
Baltimore, Maryland 21202

Re: FFY' 2010
Cooperative Reimbursement Agreement
CSEA/CRA-10-030

Dear CRA Provider:


Enclosed please find four (4) copies of the executed FFY '2009 Cooperative Reimbursement Agreement for the period October 1, 2009 – September 30, 2010. Please forward a copy to each signatory as needed (i.e. County Executive, County Commissioner or Mayor, etc.).

I am your CRA Contract Manager in the CSEA Contract Services Division and will be available to provide assistance required in implementing this Agreement. I will contact your office in the upcoming months to create a monitoring schedule and discuss performance issues specified in the Agreement. Please contact me on (410) 767-7904 with questions or concerns regarding this agreement you may have.

The Blanket Purchase Order Number N00B0400347 is provided for your use when submitting invoices for payment.

CSEA is looking forward to a very productive and successful year.

Sincerely,


Stephanie Usserey
CRA Contract Manager
Child Support Enforcement Administration

Enclosures

cc: Fred Cauble
Deborah Holt
Andre Cherry (Two copies)
Procurement File

**STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
CHILD SUPPORT ENFORCEMENT ADMINISTRATION
COOPERATIVE REIMBURSEMENT AGREEMENT**

This Agreement is hereby made and entered into by and between the Department of Human Resources' Child Support Enforcement Administration (CSEA) of the State of Maryland, hereinafter referred to as the "Department" or CSEA and the Mayor and City Council of Baltimore, a body corporate and politic, acting through the Circuit Court for Baltimore City, hereinafter collectively referred to as the "Provider." The Provider agrees to operate a program designed to provide child support enforcement services in accordance with the federal Department of Health and Human Services (HHS) approved State Plan under Title IV-D of the Social Security Act and the Cooperative Reimbursement Program Application, and Terms and Conditions, which are included herein and made a part of this Agreement.

This Agreement shall be effective from October 1, 2009 through September 30, 2010.

Total Cost: \$ 278,128

Less Administrative Fee Retained by the Department: \$ 10,507

STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
CHILD SUPPORT ENFORCEMENT ADMINISTRATION

COOPERATIVE REIMBURSEMENT AGREEMENT
APPLICATION

Name of Provider: Circuit Court for Baltimore City		
Address: 111 North Calvert Street, Room 200		
City: Baltimore	State: Maryland	Zip Code: 21202
Federal I.D. #: 52-60000769		
Program Supervisor: Judge Andrey J.S. Carrion	Phone No.: (410) 369-5130	
Additional Phone No.: (410) 369-5188	Fax No.: (410) 545-7329	
Email address: Audrey.carrion@courts.state.md.us		

PART I - PROVIDER'S CERTIFICATION

Application is hereby made to the Department for approval of a program to provide child support services in accordance with the HHS approved State plan under Title IV-D of the Social Security Act.

Sheila Dixon, Mayor Baltimore City

Typed Name and Title of Chief Executive (County Executive; Chairman, Board of County Commissioners; Mayor, or their Designee)


Signature of Chief Executive

10/27/09
Date

Marcella A. Holland, Administrative Judge


Typed Name and Title of Program Director (Circuit Court Administrator; Judge or Designee)



Signature of Program Director

10/19/09
Date

**PART II. LOCAL DEPARTMENT OF SOCIAL SERVICES/
LOCAL CHILD SUPPORT AGENCY REVIEW**

I have reviewed the contents of this Cooperative Reimbursement Agreement Application prepared by the Baltimore City Master's Office and certify that it meets the child support requirements for the Baltimore City, Local Child Support Enforcement Agency for Baltimore City. (County/City)

 Joseph A. Jackins Jr., Executive Director, Child Support Enforcement Administration
Typed Name and Title


Signature

2/2/2010
Date

PART II. PROGRAM NARRATIVE

1. Services Provided:

A. Master's Hearings

1. The Masters shall, based on referrals from the Local Child Support Agency in Title IV-D cases only, make recommendations to:
 - ☒ Establish paternity
 - ☒ Establish obligations for child support and medical support
 - ☒ Modify obligations for child support and medical support
 - ☒ Enforce obligations for child support and medical support,
2. The Masters shall make recommendations in accordance with the Code of Federal Regulations (CFR), Annotated Code of Maryland - Family Law Article, the Maryland Rules, Code of Maryland Regulations (COMAR), CSEA Program and Fiscal Policy, and laws governing the Uniform Interstate Family Support Act (UIFSA).
3. The Masters shall conduct hearings on the same date that cases appear on the final docket (other than for postponements/continuances).
4. The Masters shall issue recommendations within 30 days after a hearing in which the Master reaches a disposition, including recommendations for any pendente lite order.

PART II. PROGRAM NARRATIVE

2. Services Provided:

B. Customer Service

Describe in detail your customer service procedures to include the name and direct access telephone number of the employee(s) in your organization who is responsible for serving as a liaison with the CSEA Customer Service Unit.

Supplementary pages may be added if needed. To add an additional page, on the toolbar, click insert, and click next page. Type the Contract Number in the upper right hand corner of the page. (Mark additional pages 4a, 4b...)

Master Robert L. Bloom is responsible for serving as liaison to the CSEA Customer Service Unit. He and his staff, including a secretary and law clerk maybe reached at (410) 396-5110. They frequently answer both telephone and written inquires from litigants and provide responses promptly.

The Baltimore City Master's Office also provide a service to IV-D non-custodial parents who are enrolled in the Master's Reporters Program. This is a program that requires unemployed and underemployed obligors to report to the Master on a regular basis concerning their efforts to obtain regular full-time employment. It also allows obligors who are self employed or employed "under the table" to report and make regular child support payments. Although in some cases the amount of the payment is not in the amount required by the court order, the custodial parent is assured of receiving something until the obligor is regularly employed. Currently we have 100 non-custodial parents in the Reports Program.

PART II. PROGRAM NARRATIVE (Cont'd)

C. Participation in Departmental Initiatives

The Master's Office shall participate in the following Department initiatives that are geared toward establishment and enforcement of support as negotiated between the Local Child Support Office and the Master's Office. Describe each initiative in the space below. Include in the description the process that will be used for documenting and tracking activities:

Monthly meetings with CSEA Local CRA Liaison, PSI with the intent to add additional CRA Provider in the future.

D. Staff Development and Training

1. **Child Support Program Policy** – The Master's Office shall require employees providing services under this contract to attend Child Support Training provided by CSEA to include but not be limited to "Introduction to Child Support" and any training on new policy(ies). In addition, the Master's Office shall maintain documentation of employees' satisfactory completion of the training. For more information see the following website: <http://www.dhrnet.dhr/hrdt/training/training.htm>
2. **Child Support Program Policy and CSES System Releases:** The Master's Office shall require employees who provide services under this contract to review all Circular letters, memoranda and other information released by the Child Support Enforcement Administration related to child support program policy and automated system enhancements and changes. These documents are available on the DHRNet at www.dhrnet.dhr (DHR Intranet). Offices that do not have access to this website must maintain a hard copy or electronic file that contains the documents.
3. In addition, the Master's Office shall participate in all relevant statewide conference calls about releases of CSES enhancement migrations.

E. Collaboration and Coordination Meetings

The Master's Office shall negotiate to establish and participate in periodic meetings with the Child Support Enforcement Administration, and/or other partners as delineated below for the purpose of collaboration and coordination. The Master's Office shall maintain copies of meeting, agendas and minutes.

PART III. PROGRAM PERSONNEL

A. POSITION LIST

Provide for each title or classification, the number of positions, position identification number(s) and brief job description which details duties and responsibilities. This is mandatory for full and part-time positions funded under this contract. Justification for new positions must be included in this section.

Supplementary pages may be added if needed. To add an additional page, on the toolbar, click insert, and click next page. Type the Contract Number in the upper right hand corner of the page. (Mark additional pages 7a, 7b...)

Court Secretary II – 2 Positions (one for each Domestic Relations Master) 1 Full-Time Position I.D. # 10324 and 1 Part-Time Position I.D. # 10323

The Court Secretary is a permanent full-time position appointed by the Domestic Relations Master. Under his or her general direction, the Court Secretary II performs highly specialized secretarial functions which involve the continuing exercise of discretion and individual judgment in confidential, complicated and difficult situations. The Court Secretary II serves as an administrative aide to the Master, transmitting policies and instructions to court personnel and explaining policy matters to counsel and the general public, transcribes and types completed orders and reports and recommendations prepared by the Master and mails the same to all concerned parties, handles confidential correspondence and communications for the Master, arranges the Master's schedule of appointments, maintains appropriate case files and case correspondence logs and, in general, performs such other secretarial duties as may be required.

Master's Law Clerk – 2 Positions (one for each Domestic Relations Master) 1 Full-Time Position I.D. # 10352 and 1 Part-Time Position I.D. # 10351

The Master's Law Clerk is a permanent full-time position appointed by the Domestic Relations Master. The Law Clerk assists the Domestic Relations Master and Court Secretary in handling the administrative duties of the office. Under the direction of the Master, the Law Clerk reviews the Master's daily docket and insures that all files are obtained prior to the date of any hearing, answers requests and inquiries from attorneys and the public concerning issues involving cases heard by the Master, serves as a bailiff during hearings (convenes court, operates the Courtsmart recording system that records all court proceedings, marks and logs all court exhibits and passes them between the trial table and the bench) does legal research, screens telephone calls and answers questions from attorneys, CSEA, litigants and the public, insures that all files are returned to the Clerk's Office promptly, insures that Orders prepared by attorneys are proper, and performs other duties s assigned by the Master.

**Program Coordinator – 1 Position, Full-Time
Position I.D. # 47125**

The Program Coordinator is a permanent full-time position appointed by the Judge –In-Charge of the Family Division. This position compiles and maintains daily, weekly, monthly and annual reports of the dispositions of all child support cases in the Family Division. In addition, the Program Coordinator acts as a liaison between the Office of Child Support and the Court to

ensure that child support policy and procedure modifications are disseminated to all personnel as required. The Program Coordinator is also responsible for the input of all child support related statistical data generated by the Family Division into the Child Support Enforcement computer system and acts as the liaison between the Court and the Office of Child Support Enforcement in the compilation and dissemination of all statistical data concerning the Court. The Program Coordinator is also responsible for coordinating special projects of the Family Division designed to improve child support services.

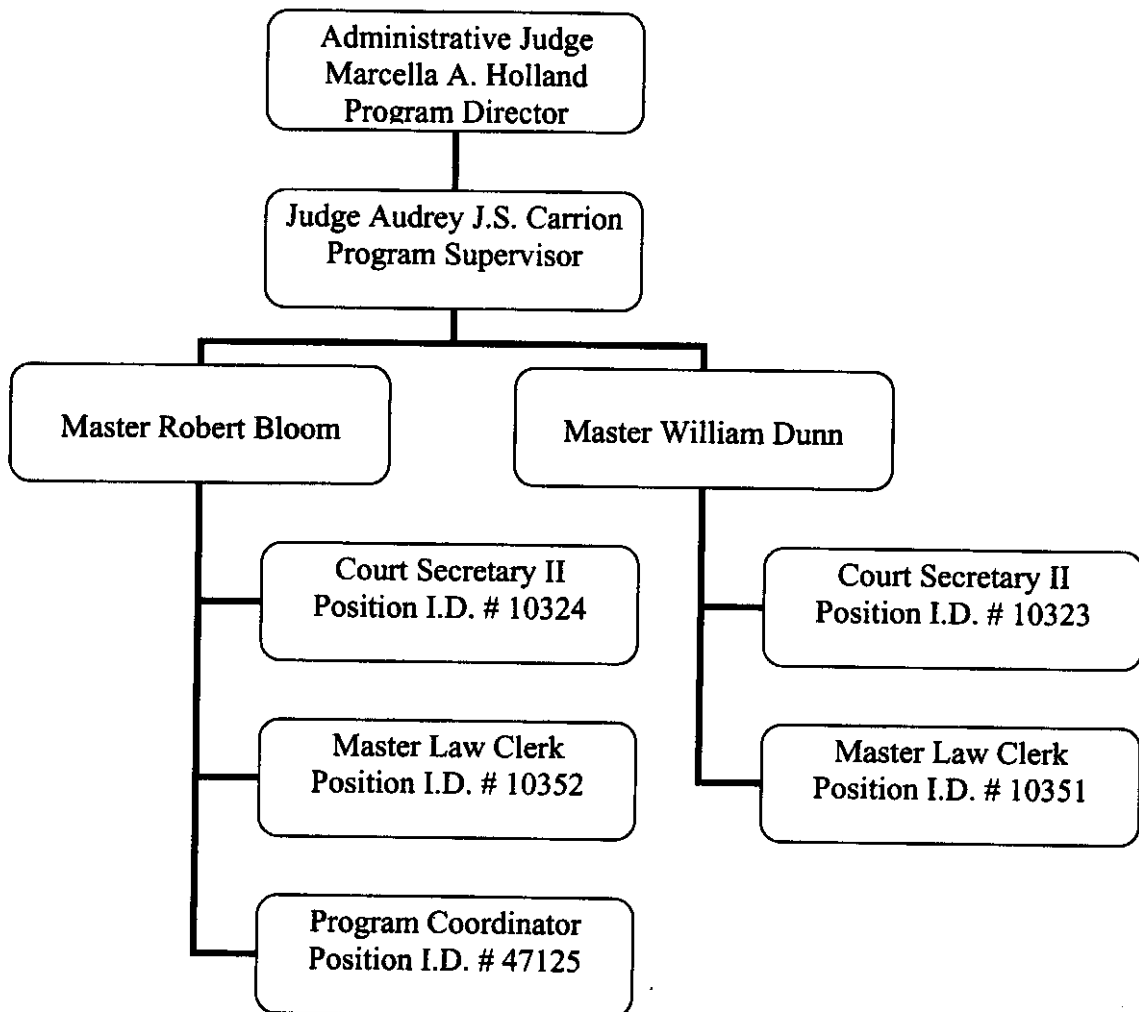
PART III. PROGRAM PERSONNEL

B. TABLE OF ORGANIZATION

Submit a table of organization depicting each personnel position included in Part IV. A. The table of organization must show the lines of authority, functional units, position titles or classifications, and position identification numbers. Supplementary pages may be added if needed. To add an additional page, on the toolbar, click insert, and click next page. Type the Contract Number in the upper right hand corner of the page. (Mark additional pages 8a, 8b...)

See Page 8a of 15

Note: Administrative Judge Marcella A. Holland, as Program Director, generally oversees the Domestic Relations Masters Program. Judge Audrey J. S. Carrion is charged with the direct supervision of the Masters and their staff regarding program policies, procedures and scheduling. The Court Administrator, Beverly Carter administers fiscal, purchasing, personnel, and other administrative matters relating to the program and oversees quarterly reports and invoicing for the program. Contact person: Andre Cherry, Grant Accountant, 410-396-5188, e-mail Andre.Cherry@courts.state.md.us or Beverly.Carter@courts.state.md.us.



Part III. PROGRAM PERSONNEL

C. Documentation of Salary Costs

The Provider must show the basis to determine the budgeted salary costs (i.e., payroll records, pay scale or system generated reports) and attach the documentation to Part V, Program Budget Summary page. (See XXIX. Employee Certification A/B of the Terms and Conditions).

Such documentation support is required when employees work on:

- (a) More than one Federal award.
- (b) A Federal award and a non-Federal award.
- (c) An indirect cost activity and a direct cost activity.
- (d) Two or more indirect activities which are allocated using different allocation bases, or
- (e) An unallowable activity and a direct or indirect cost activity.

Documentation of Personnel Cost Must:

- (a) Reflect an after the fact distribution of the actual activity of each employee.
- (b) Account for the total activity for which each employee is compensated.
- (c) Be prepared at least monthly and must coincide with one or more pay periods, and;
- (d) Be signed by the employee.
- (e) Be signed by the employee's supervisor.

Budget estimates or other distribution percentages determined before the services Are performed do not qualify as support for charges to this agreement.

PART III. PROGRAM PERSONNEL

C. Documentation of Salary Costs

The Provider must show the basis to determine the budgeted salary costs (i.e., payroll records, pay scale or system generated reports) and attach the documentation to Part V, Program Budget Summary page. (See XXIX. Employee Certification A/B of the Terms and Conditions)

See Attachments:

Baltimore City Pay Scales (attachment 9a)

FY Salary and Wage Projections from Baltimore City (attachment 9b)

Part IV. YEARLY PERFORMANCE GOALS

Describe the Method and Statistics Used to Establish Performance Goals.

Proposed goals are to be based on available statistical data documented on the Child Support Enforcement System (CSES), Court Calendar/Disposition Report, as well as other factors that affect performance. The method used to arrive at proposed goals must be described.

Supplementary pages may be added if needed. To add an additional page, on the toolbar, click insert, and click next page. Type the Contract Number in the upper right hand corner of the page. (Mark additional pages 10a, 10b...)

Baltimore City Master's Office based the goals on the previous year's actual performance as tabulated by our IV-D Coordinator.

PART IV. PERFORMANCE GOALS

PART V - YEARLY PERFORMANCE GOALS

Establishment of Paternity and Establishment and Enforcement of Support

	CRA ESTABLISHED GOAL
NUMBER OF HEARINGS TO BE HELD TO ESTABLISH PATERNITY	96
NUMBER OF HEARINGS TO BE HELD TO ESTABLISH CHILD AND MEDICAL SUPPORT OBLIGATIONS	235
NUMBER OF HEARINGS TO BE HELD TO ENFORCE CHILD AND MEDICAL SUPPORT OBLIGATIONS	850
NUMBER OF HEARINGS TO BE HELD TO MODIFY CHILD SUPPORT ORDERS	358
TOTAL	1539

Note: This form should reflect the projected number of Masters' hearings to be held.

- Hearings are defined as a court proceeding where evidence and testimony are presented and the case is dispositioned or continued.

Statistical data used to measure performance shall be based on data obtained from the Court Calendar and Disposition Screen produced by the CSES.

Part V. LOCAL INCENTIVES

Program Explanation and Use of Incentive Funds

Incentive money received from the Federal Government in accordance with 42 U.S.C. §658a will be distributed by the DEPARTMENT in accordance with the Md. Code Ann., Fam. Law §10-106.1, "COMAR 07.07.11.01 - .05, Child support Enforcement Incentives" and 45 CFR 303.52. State law allows incentive funds to be used for IV-D and Non-IV-D activities. Add additional pages if necessary. Begin number at page 12B.

- a. Privatizing and outsourcing of child support enforcement services
- b. Improving automation capabilities
- c. Creating public awareness projects
- d. Developing program and special projects
- e. Establishing a performance Incentive program to provide incentives for employees
- f. Assisting in staff development
- g. Establishing community outreach programs and activities

Document your incentive plan in this section. Use more pages if necessary.

Project Title:

Type of Project: ☐ IVD or Non IVD ☐

Project Description:

Estimated Cost of the Project:

How the project improves the effectiveness or efficiency of the Child Support Program:

Time period for this project: 1 year

Evaluation of Project:

Part V. SAMPLE INCENTIVE PLAN

(6) ASSISTING IN STAFF DEVELOPMENT AND TRAINING

Project Title: TRAINING WORKSHOPS

Type of Project: IV – D

Project Description: Develop specialized training workshops and/or developmental meetings for IV-D employees on a monthly basis.

Estimated Cost of the Project: \$2,100

How the project improves the effectiveness or efficiency of the Child Support Program: Workshops and/or developmental meetings for IV-D employees are designed to provide education and instruction on new legal updates and better develop the practical skills of the Legal Assistant. These meetings allow workers to discuss problems, issues, and strategies they have encountered and used to better serve our IV-D clients. It is also an opportunity to provide current office information with regards to statistics, goals, improvements and/or changes, and discuss procedures used and or needed. This forum also allows for scheduling qualified speakers who are able to discuss and present various issues that pertain to the daily challenges of the IV-D child support worker.

Time period for this project: One year

Evaluation of Project: This project has been very beneficial for the office as it provides a regularly scheduled forum for reviewing day-to-day procedures. Everyone is given the same information at the same time and provides for a positive work atmosphere.

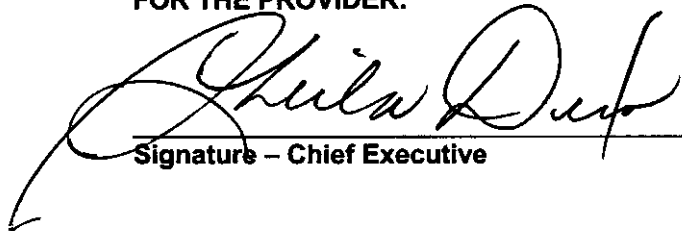
In witness whereof, the Parties have executed this Agreement on or before the date first set herein.

ATTEST:



Witness Signature

FOR THE PROVIDER:



Signature – Chief Executive

Sheila Dixon – Mayor of Baltimore City
Name and Title of Chief Executive

10/27/09 (Date Signed)

Dianne A. Morris

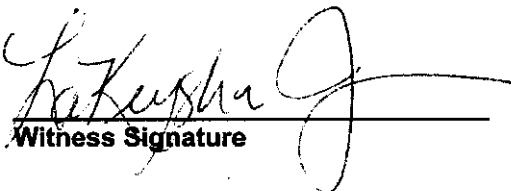
Witness Signature




Signature – Program Director

Marcella A. Holland – Administrative Judge
Name and Title of Program Director

10/19/09 (Date Signed)




Witness Signature



Signature
Joseph A. Jackins, Jr.
Executive Director
Child Support Enforcement Administration

(Date Signed)

This Agreement Approved as to Form and Legal Sufficiency by the Office of the Attorney General:



Assistant Attorney General

1-26-10

Date Signed

Approved For Form and Legal Sufficiency
This 23 Day of October, 2009
Mary J. Lewis

Assistant Solicitor

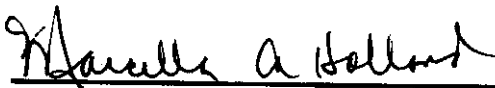
PART VI. CERTIFICATION REGARDING LOBBYING

**Certification for Contracts, Grants, Loans, and
Cooperative Agreements**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award document for sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.



Signature

Administrative Judge

Title

Circuit Court for Baltimore City

Agency/Organization

10/19/09

Date

PART V- PROGRAM BUDGET EXPLANATION

Master's 1. Personnel (List Title and Position I.D.#)	Grade	Step	Annual Salary	Total Hours Worked Per Week	Total Hours Worked on Program Per Week	Percent of Time on Child Support Program	Cost To Program
				36.7			
Secretary 10323			\$48,257	36.7	18.35	50%	\$24,129
Secretary 10324			\$44,942	36.7	36.7	100%	\$44,942
Law Clerk 10351			\$36,045	36.7	18.35	50%	\$18,023
Law Clerk 10352			\$36,045	36.7	36.7	100%	\$36,045
Program Coordinator 47125			\$50,364	36.7	36.7	100%	\$50,364
Overtime							\$0
Other (explain)							\$0
				FTE:	4.0	Total:	\$173,503

Fringe Benefits:

Benefits List	Cost of Benefits
FICA	\$13,273
Health Care	\$33,770
Workers Comp	\$6,353
Unemployment Insurance	\$4,858
Total :	\$58,254

PART V- PROGRAM BUDGET EXPLANATION

2. Travel	Explanation	Cost to Program																																																																								
A. Mileage (Privately Owned Vehicle) Using the county's mileage rate.	<table border="1"> <thead> <tr> <th></th> <th>Miles</th> <th>County Mile Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>___ miles x \$___ per mile (enter city/county government mileage allowance)</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td colspan="4">Insert justification for mileage</td> </tr> </tbody> </table>		Miles	County Mile Rate	Total	___ miles x \$___ per mile (enter city/county government mileage allowance)			\$0.00	Insert justification for mileage				A. \$0																																																												
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B. IV-D Conferences Only (No Exceptions, <u>Must</u> list each conference, number of attendees and cost.) Attach official conference information, for example, brochure, flyer, etc.	<p>List Conferences Separately, Number of Attendee's and Cost Maryland Joint Child Support Conference</p> <table border="1"> <thead> <tr> <th></th> <th># To Attend</th> <th>Nights</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Accommodations (per night):</td> <td></td> <td>3</td> <td>\$0.00</td> </tr> <tr> <td>Registration Fee (per attendee):</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Tolls (per vehicle):</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Meals:</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Airfare:</td> <td></td> <td></td> <td>\$0.00</td> </tr> </tbody> </table> <p>Insert Conference name here</p> <table border="1"> <thead> <tr> <th></th> <th># To Attend</th> <th>Nights</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Accommodations (per night):</td> <td>0</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Registration Fee (per attendee):</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Tolls (per vehicle):</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Meals:</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Airfare:</td> <td></td> <td></td> <td>\$0.00</td> </tr> </tbody> </table> <p>Insert Conference name here</p> <table border="1"> <thead> <tr> <th></th> <th># To Attend</th> <th>Nights</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Accommodations (per night):</td> <td>0</td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Registration Fee (per attendee):</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Tolls (per vehicle):</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Meals:</td> <td></td> <td></td> <td>\$0.00</td> </tr> <tr> <td>Airfare:</td> <td></td> <td></td> <td>\$0.00</td> </tr> </tbody> </table>		# To Attend	Nights	Total	Accommodations (per night):		3	\$0.00	Registration Fee (per attendee):			\$0.00	Tolls (per vehicle):			\$0.00	Meals:			\$0.00	Airfare:			\$0.00		# To Attend	Nights	Total	Accommodations (per night):	0		\$0.00	Registration Fee (per attendee):			\$0.00	Tolls (per vehicle):			\$0.00	Meals:			\$0.00	Airfare:			\$0.00		# To Attend	Nights	Total	Accommodations (per night):	0		\$0.00	Registration Fee (per attendee):			\$0.00	Tolls (per vehicle):			\$0.00	Meals:			\$0.00	Airfare:			\$0.00	B. \$0
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Document County's Per Diem Rate: Breakfast: _____ Lunch: _____ Dinner: _____	<p>Insert county breakfast rate here</p> <p>Insert county lunch rate here</p> <p>Insert county dinner rate here</p>																																																																									
Total:		\$0																																																																								

3. Supplies (List Each Item)	Method of Allocation (Explain how cost is determined)	Cost	Cost to Program
Files, Folders, Typewriter Ribbons, Printer Cartridges, Paper, Pencils & Pens	Cost based on prior year cost and usage of supplies by the Masters and Office Staff	\$3,750.00	\$3,750
Total:			\$3,750

PART V- PROGRAM BUDGET EXPLANATION

PART V PROGRAM BUDGET EXPLANATION					
4. Equipment	Explanation			Cost to Program	
A. Purchases Itemized specific cost	Items Purchasing	Quantity	Cost	Total	A. \$0
	Insert item purchasing			\$0.00	
	Insert item purchasing		\$0.00	\$0.00	
	Insert item purchasing		\$0.00	\$0.00	
	Insert item purchasing		\$0.00	\$0.00	
	Insert item purchasing		\$0.00	\$0.00	
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	Insert item purchasing		\$0.00	\$0.00	
	Insert item purchasing		\$0.00	\$0.00	
	Insert item purchasing		\$0.00	\$0.00	
B. Rented Indicate monthly rate for each item must include rental agreement or justification for anticipated cost.	Item Renting	Quantity	Cost	Total	B. \$0
	Insert items renting		\$0.00	\$0.00	
	Insert items renting		\$0.00	\$0.00	
	Insert items renting		\$0.00	\$0.00	
C. Depreciated Include the method used for determining the amount of depreciation as an attachment.	Item Depreciated	Quantity	Cost	Total	C. \$0
	Insert depreciated items		\$0.00	\$0.00	
	Insert depreciated items		\$0.00	\$0.00	
	Insert depreciated items		\$0.00	\$0.00	
Total:				\$0	\$0

5. Rent		Monthly Cost of	% of Space	Total	Cost Program
<p>Prior approval must be received from the Child Support Administration for rent to be paid via a lease or space allocation plan. Use allowance for space specifically occupied by child support staff. In this regard:</p> <p><u>Property Rental or lease MUST</u> be submitted with the CRA application. Use allowance documentation must be submitted with the CRA application.</p>	Monthly cost or square footage x 12 months			\$0.00	\$0
				Total:	\$0

PART V- PROGRAM BUDGET EXPLANATION

PART V: PROGRAM BUDGET EXPLANATION					
8. Miscellaneous		Explanation			Cost to Program
a. Telephone		Installation Cost	Operation/ Monthly Cost	# of Lines	
(1) Land Lines	1) Installation cost plus (monthly) operation cost x 12 months		\$105.00	4	a. 1) \$5,040
(2) Wireless	2) Monthly rate and charges (Air Time) x (12 months)			2	2) \$0
(3) Pagers	3) Monthly rate and charges (Air Time) x (12 months)				3) \$0
b. Printing		b. List Items			
				Item Cost	
				\$3,500.00	b.
				\$0.00	\$3,500
				\$0.00	
c. Photocopies		c. Number copies x cost per copy	# of Copies	Cost Per Copy	c.
			70,000	\$0.07	\$4,900
d. Postage		d.	# of Stamps	Cost	Total
(1) Class	(1) Number of stamps x postal rate per stamp	8,500	0.44	\$3,740	d. 1) \$3,740
		OR			
		amount determined in approved cost allocation plan			
(2) Registered	(2) Number of # items x postal rate	# of Items	Cost	Total	2) \$0
			\$0.00	\$0	
e. Indirect Cost		Indirect Cost			e.
A current cost allocation plan must be on file at CSEA or submitted with the CRA proposal. Approval of indirect costs will be made consistent with Office of Management and Budget Circular A-87; Cost Principles for State and Local Government.		Provide documentation on how indirect cost was determined.			
		\$20,231.00			\$20,231
		The Indirect Cost is determined by salaries (\$173,506) X the rate of 11.66% (Per FY '2008 Cost Allowcation Plan for Baltimore City).			
F. Other		f.			f.
(List) Include maintenance contracts in this section.	Family Law Monthly	Cost			
	Federal Reporter	\$337.00			\$5,210
	The Daily Record	\$1,405.00			
	Maryland Appellate Reports	\$720.00			
	Maryland Reports Advance Sheet	\$337.00			
	Maryland Domestic Law Report	\$210.00			
	Supplements to the Annotated Code	\$506.00			
	Maryland Separation & Divorce Law, Family Journals	\$1,110.00			
		\$585.00			
Total:					\$42,621

PART V - PROGRAM BUDGET SUMMARY

7. Incentive Project	Explanation	Cost to Program
(1) Privatizing and outsourcing of child support enforcement services.	Insert incentive explanation	\$0
(2) Improving automation capabilities.	Insert incentive explanation	\$0
(3) Creating public awareness projects.	Insert incentive explanation	\$0
(4) Developing programs and special Projects.	Insert incentive explanation	\$0
(5) Establishing a performance incentive program to provide incentives for employees	Insert incentive explanation	\$0
(6) Assisting in staff development and training.	Insert incentive explanation	\$0
(7) Establishing community outreach programs and activities.	Insert incentive explanation	\$0
Total	Title IVD Projects:	\$0

INSERT INCENTIVE AMOUNT

DISTRIBUTED BY CSEA IN FY 10 :

(Incentive amount distributed by CSEA is divided by .34 and equals the total Incentive Project budget)

\$

PART V - PROGRAM BUDGET SUMMARY

		Total Estimated Cost
1. Personnel	A. Salary	\$173,503
	B. Fringe Benefits	\$58,254
2. Travel		\$0
3. Supplies		\$3,750
4. Equipment		\$0
5. Rent		\$0
6. Miscellaneous		\$42,621
7. Total Operating Costs (Sum of Lines 1-6)		\$278,128
8. Local Share Operating Costs (34% of Line 7)		\$94,564
9. DHR Administration Fee (Insert on Page One) (Line 8 Divided by the #9)		\$10,507
10. Federal Share Operating Costs (Line 7 Minus Line 8)		\$183,564
11. Total Incentive Project Cost		\$0
12. Federal Share of Incentive Project Cost (66% of Line 11)		\$0
13. Local Share of Incentive Project (Line 11 Minus Line 12)		\$0
14. Total Local Program Costs (Line 8 Plus Line 9 Plus Line 13)		\$105,071
15. Federal Financial Participation (Line 10 Plus Line 12)		\$183,564
16. Maximum Amount to be Paid By DHR (Line 15 Minus Line 9)		\$173,057
17. Total Program Costs: (Insert On Page One) (Line 7 Plus Line 11)		\$278,128

CITY OF BALTIMORE, MARYLAND
A-87 Cost Presentation – Cost Allocation Plan
Based on Fiscal Year 2008
Actual Costs

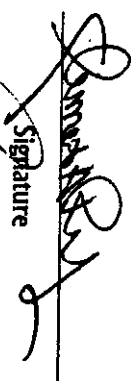
CERTIFICATION STATEMENT

This is to certify that I have reviewed the cost allocation plan and indirect cost rate proposals submitted herewith and to the best of my knowledge and belief:

- (1) All costs included in this proposal to establish cost allocations, billings or final indirect cost rates for the year ended June 30, 2008 are allowable in accordance with the requirements of OMB Circular A-87, "Cost Principles for State and Local Governments," and the Federal award(s) to which they apply. Unallowable costs have been adjusted for allocating costs as indicated in the cost allocation plan.
- (2) All costs included in this proposal are properly allocable to Federal awards on the basis of a beneficial or causal relationship between the expenses incurred and the awards and/or agreements to which they are allocated in accordance with applicable requirements. Further, the same costs that have been treated as indirect costs have not been claimed as direct costs. Similar types of costs have been accounted for consistently and the Federal Government will be notified of any accounting changes that would affect the predetermined rate.

I declare that to the best of my knowledge, that the foregoing is true and correct.

Governmental Unit


Signature

Cost Plans Plus, LLC


Signature

**City of Baltimore, Maryland
Departmental Rate Calculation for
Based on the FY 08 Cost Allocation Plan**

CIRCUIT COURT ADMIN-.0110

Indirect Costs Incurred Sched. 3.002

\$2,299,519

Indirect Cost \$2,299,519

FY 08 Salaries/ Paid

\$19,719,103

Court's Indirect Rate

\$2,299,519 / \$19,719,103 = 11.66%

CITY OF BALTIMORE, MARYLAND
A-87 Cost Presentation
For the Fiscal Year Ended June 30, 2008

CIRCUIT COURT ADMINISTRATION - 110
Statement of Function and Benefit

The City of Baltimore Circuit Court provides the executive support and administrative activities in support of all Court activities within the City of Baltimore. This account is set up to account for and segregate costs associated with Circuit Court administrative/indirect and Circuit Court direct services activities. Direct Court costs are reflected for informational purposes and have been properly assigned directly. This assignment will have no impact on allowable A-87 Costs.

IVA/Cap95
12/01/08

Expenditures Per Financial Statement:

Allocated additions:

10 - BUILDING USE CHA
20 - EQUIPMENT USE CH
41 - 108 INSPECTOR GENERAL
45 - 128 LABOR REL
50 - 130 COMPT EXEC
80 - 141 FIN BUDGET
95 - 142 FIN ACCT/INFO SYS
100 - 144 FIN PURCHNG
110 - 145 FIN RISK MGT
115 - 147 INFO TECHNOLOGY
140 - 150 FIN TREAS MT
141 - 152 RETIREMENT SYSETMS ADMIN
150 - 160 PERSONNL ADMN
180 - 192/3 GENL SVCS
190 - 351 RETIREE BEN
195 - 347 CITY STAT

Total allocated additions:

Total to be allocated

COST PLANS PLUS- BALTIMORE, MD

Balt

110 CIRCT CT

Costs to be allocated

1st Allocation

2nd Allocation

3rd Allocation

Sub-total

Total

\$8,055,155

\$8,055,15

\$17,348
\$3,976

\$17,348
\$3,976
\$3,600
\$7,228
\$4,846
\$16,718
\$65,152
\$74,626
\$76,170
\$16,572
\$15,529
\$28,303
\$63,430
\$1,747,149
\$583,364
\$6,064

\$3,305
\$6,883
\$3,970
\$10,960
\$58,995
\$58,268
\$74,372
\$15,748
\$14,302
\$24,245
\$58,749
\$1,688,362
\$582,732
\$6,039
\$295
\$345
\$876
\$5,758
\$6,157
\$16,358
\$1,798
\$824
\$1,227
\$4,058
\$4,681
\$58,787
\$632
\$25

\$21,324

\$2,606,930

\$101,821

\$2,730,075

\$2,730,07

\$8,076,479

\$2,606,930

\$101,821

\$10,785,23

IVA/Cap95
12/01/08

COST PLANS PLUS- BALTIMORE, MD
Balt
110 CIRCT CT
Schedule of costs to be

Detail page 13
Schedule 3.002
FISCAL 2008

	<u>Total</u>	<u>General & Admin</u>	<u>CIRCUIT CT IND</u>	<u>CIRCUIT CT DI</u>
<u>Other Expense and Cost</u>				
SALARIES & WAGES	\$1,244,088	\$1,244,088		\$6,811.06
FRINGE BENEFITS	\$6,811,067			\$6,811.06
<u>Other Expense and Cost</u>				
CIRCUIT COURT ADMINISTRATION	\$8,055,155			
CIR COURT OTHER ACTIVITIES				
Departmental Expenditures				
Additions: 1st				
Functional Cost	\$21,324	\$21,324		\$6,811.06
Allocable Costs	\$8,076,479	\$1,265,412		\$6,811.06
1st Allocation	\$8,076,479	\$1,265,412		\$6,811.06
Additions: 2nd				
192/3 GENL SVCS	\$1,688,362	\$70,065		\$1,618.29
Other	\$918,568	\$918,568		
Functional Cost	\$2,606,930	\$988,633		\$1,618.29
Allocable Costs	\$2,606,930	\$988,633		\$1,618.29
2nd Allocation	\$2,606,930	\$988,633		\$1,618.29
Additions: 3rd				
192/3 GENL SVCS	\$58,787	\$2,440		\$56.34
Other	\$43,034	\$43,034		
Functional Cost	\$101,821	\$45,474		\$56.34
Allocable Costs	\$101,821	\$45,474		\$56.34
3rd Allocation	\$101,821	\$45,474		\$56.34
Total allocated	\$10,785,230	\$2,299,519		\$8,485.71

IVA/Cap95
12/01/08

COST PLANS PLUS- BALTIMORE, MD

Detail page 14
Schedule 3.003
FISCAL 2008

User Department		Allocation Units(A)		Allocated Percent		Gross Allocated		Detail allocation of 110 CIRCT CT Balt		Direct Billed		First Allocation		Second Allocation		Third Allocation		Total Allocate	
CIRC CTS INDIRECT		100		100.000 %		\$1,265,412						\$1,265,412		\$988,633		\$45,474		\$2,299,511	
Total		100		100.000 %		\$1,265,412						\$1,265,412		\$988,633		\$45,474		\$2,299,511	

(A) Alloc basis: DIRECT ASSIGNMENT

Source:

IVACap95
12/01/08

COST PLANS PLUS- BALTIMORE, MD

Detail page 15
Schedule 3.004
FISCAL 2008

User Department	Allocation Units(A)	Allocated Percent	Gross Allocated	Detail allocation of Balt 110 CIRCT CT	Direct Billed	First Allocation	Second Allocation	Third Allocation	Total Allocated
CIR CT DIRECT	100	100.000 %	\$6,811,067			\$6,811,067	\$1,618,297	\$56,347	\$8,485,711
Total	100	100.000 %	\$6,811,067			\$6,811,067	\$1,618,297	\$56,347	\$8,485,711
(A) Alloc basis:	DIRECT ASSIGNMENT								

Source:

IVA/Cap95
12/01/08

CIRC CTS INDIRECT
CIR CT DIRECT
Total

COST PLANS PLUS- BALTIMORE, MD
Balt
110 CIRCT CT
Departmental Cost

\$2,299,519
\$8,485,711
\$10,785,230

Total

CIRCUIT CT IND

\$2,299,519
\$8,485,711
\$2,299,519

Detail page 16
Schedule 3.005
FISCAL 2008

CIRCUIT CT DI

\$8,485,711
\$8,485,711



"Chavez, Darlene"
<Darlene.Chavez@baltimore
city.gov>

12/04/2008 10:21 AM

To "Chavez, Darlene" <Darlene.Chavez@courts.state.md.us>

cc

bcc

Subject Emailing: AM-290-1

Salary Schedules

City Union of Baltimore

Effective - 08/23/2008

Medical Office Assistants

Grade	Hiring level	Full Performance level	Experienced level	Senior level	Longevity 1 thru 5
50	22,567	23,121	25,586	25,986	650
52	27,718	28,959	32,836	33,372	834

Crossing Guards

60	8,579	8,689	9,228	9,366	234
----	-------	-------	-------	-------	-----

C.U.B. Full Time

61	21,009	21,333	22,838	23,189	580
62	21,239	21,569	23,107	23,457	586
63	21,474	21,823	23,378	23,739	593
64	21,730	22,076	23,656	24,017	600
65	21,979	22,345	23,963	24,332	608
66	22,244	22,610	24,270	24,643	616
67	22,513	22,903	24,598	24,978	624
68	22,801	23,200	24,945	25,330	633
69	23,100	23,518	25,312	25,706	643
70	23,415	23,851	25,709	26,106	653
71	23,747	24,206	26,138	26,545	664
72	24,100	24,583	26,620	27,032	676
73	24,476	24,979	27,132	27,555	689
74	24,870	25,405	27,693	28,123	703
75	25,294	25,871	28,309	28,751	719
76	25,757	26,399	28,869	29,322	733
77	26,281	26,990	29,660	30,123	753
78	26,873	27,540	30,509	30,989	775
79	27,421	28,331	31,502	32,013	800
80	28,204	29,179	32,647	33,177	829
81	29,049	30,150	33,864	34,416	860
82	30,013	31,201	34,931	35,500	888
83	31,060	32,360	36,346	36,938	923
84	32,209	33,370	37,825	38,441	961
85	33,220	34,715	39,384	40,027	1,001
86	34,551	36,124	41,003	41,677	1,042
87	35,955	37,603	42,759	43,462	1,087
88	37,426	39,148	44,606	45,344	1,134
89	38,966	40,817	46,545	47,311	1,183
90	40,625	42,572	48,575	49,376	1,234
91	42,373	44,415	50,718	51,555	1,289
92	44,206	46,340	52,957	53,829	1,346
93	46,122	48,377	55,320	56,236	1,406
94	48,151	50,504	57,787	58,744	1,469

95	50,288	52,747	60,308	61,306	1,533
96	52,500	55,080	63,037	64,086	1,602
97	54,823	57,528	65,856	66,949	1,674
98	57,255	60,081	68,813	69,959	1,749
99	59,797	62,763	71,904	73,104	1,828

BUREAU OF THE BUDGET AND MANAGEMENT RESEARCH
OTHER PERSONNEL COSTS PROJECTED FOR FISCAL 2010 - CLS REQUEST
 Permanent Full-time Positions

Page# 33

Class
Summary
00613

Social Security		Pension Costs		233 Survivor Benefits		Projected OPC Costs	
201 Regular	231 Medicare	202 ERS	203 F and P	233 Survivor Benefits		Projected OPC Costs	
29,786	0	0	0	1,620		83,222	
205 BC/BS	207 HMO	212 Prescrip	235 Dental	213 Vision	227 Vision		
13,413	31,780	13,743	1,746	1,134	0		

Agcy-Prg-Acd-Fund 1311-110-1-1001

Class 00637 JUVENILE COURT SECRETARY

Job Number Last Name

First Name

MI Class

Lieu

Proj Salary

FICA

C

Pension

Cost

BS/BC

Cost

HMO Cost

Prescrip

Cost

Dental

Cost

Vision

Cost

S/B

Cost

Projected OPC Costs

Class
Summary
00637

Social Security		Pension Costs		233 Survivor Benefits		Projected OPC Costs	
201 Regular	231 Medicare	202 ERS	203 F and P	233 Survivor Benefits		Projected OPC Costs	
11,526	0	0	0	643		45,644	
205 BC/BS	207 HMO	212 Prescrip	235 Dental	213 Vision	227 Vision		
0	27,904	4,581	582	378	0		

Agcy-Prg-Acd-Fund 1311-110-1-1001

Class 00630 LEGAL ASSISTANT COURTS

Job Number Last Name

First Name

MI Class

Lieu

Proj Salary

FICA

C

Pension

Cost

BS/BC

Cost

HMO Cost

Prescrip

Cost

Dental

Cost

Vision

Cost

S/B

Cost

Projected OPC Costs

Class
Summary
00630

Social Security		Pension Costs		233 Survivor Benefits		Projected OPC Costs	
201 Regular	231 Medicare	202 ERS	203 F and P	233 Survivor Benefits		Projected OPC Costs	
3,029	0	0	0	165		13,083	
205 BC/BS	207 HMO	212 Prescrip	235 Dental	213 Vision	227 Vision		
0	8,042	1,527	194	126	0		

Agcy-Prg-Acd-Fund 1311-110-1-1001

Class 00617 MASTERS LAW CLERK (GRADUATE)

Job Number Last Name

First Name

MI Class

Lieu

Proj Salary

FICA

C

Pension

Cost

BS/BC

Cost

HMO Cost

Prescrip

Cost

Dental

Cost

Vision

Cost

S/B

Cost

Projected OPC Costs

110 10351 Tywang

Rene

E

Salary 37,126 - 37,126		Union M CUB Benefits		Projected OPC Costs	
36,045	2,869	0	4,846	0	1,527
36,045	2,869	0	4,846	0	1,527
3,876	1,527	194	126	147	8,553

BUREAU OF THE BUDGET AND MANAGEMENT RESEARCH
OTHER PERSONNEL COSTS PROJECTED FOR FISCAL 2010 - CLS REQUEST

Page# 34

110 10352	Bart		Permanent Full-time Positions													
		Melanie														
			R	K	36,045	2,683	N	0	L	0	3,876	1,527	194	126	147	
					36,045	2,683	-	0	L	0	3,876	1,527	194	126	147	
					36,045	2,683	-	0	L	0	3,876	1,527	194	126	147	
					36,045	2,757	-	0	X	8,767	0	1,527	194	126	147	
												1,527	194	126	147	
															13,518	

BUREAU OF THE BUDGET AND MANAGEMENT RESEARCH
OTHER PERSONNEL COSTS PROJECTED FOR FISCAL 2010 - CLS REQUEST

Page 32

Permanent Full-time Positions

		Permanent Full-time Positions															
		M	E	57,843	4,203	N	0	L	0	11,626	1,527	194	126	235	17,911		
Class Summary 00612	Social Security	201 Regular	231 Medicare	58,157	4,327	N	0	I	10,370	0	1,527	194	126	235	17,911		
		131,924	0	44,737	3,422	-	0	-	0	0	1,527	194	126	241	16,785		
		205 BC/BS	207 HMO	92,182	92,836	51,918	0	0	0	0	1,527	194	126	182	5,451		
		212 Prescrip	235 Dental	213 Vision	227 Vision	0	0	0	0	0	0	0	0	0	0		
		202 ERS	203 F and P	0	0	0	0	0	0	0	0	0	0	0	0		
		Pension Costs												233 Survivor Benefits			
		7,184												Projected OPC Costs			
		386,926															

Class 00604 PROGRAM COORDINATOR COURTS

Job Number	Last Name	First Name	MI	Class	Proj Salary	FICA	C	Pension Cost	BS/BC Cost	Union	M	CUB	Benefits	Prescrip Cost	Dental Cost	Vision Cost	S/B Cost	Projected OPC Costs
110 47125	Dandridge	Carolyn	D		50,364	3,779	N	0	L	0	3,876	1,527	194	126	205			9,707
Class Summary 00604																		
Social Security																		
201 Regular 231 Medicare 3,779 0																		
Pension Costs																		
202 ERS 203 F and P 0 0																		
233 Survivor Benefits																		
205 205																		
Projected OPC Costs 9,707																		
205 BC/BS 0 3,876 1,527 194 126 0																		
207 HMO 212 Prescrip 235 Dental 213 Vision 227 Vision																		
1331-110-1-100-1																		

Agcy-Frg-Acd-Fund 1311-110-1-1001

Class 00613 COURT SECRETARY II

Job Number	Last Name	First Name	MI	Class	Proj Salary	FICA	C	Cost	Pension	BS/BC	HMO Cost	Prescrip	Dental	Vision	S/B	Projected OPC Costs
10 10323	Edwards	Faith	C	0	48,045	3,587	-	0	I	4,846	0	1,527	194	126	195	10,275
110 10324	Hazel	Veronica	L	0	48,257	3,536	N	0	L	0	8,139	1,527	194	126	196	13,718
			M		44,942	3,364	N	0	L	0	3,876	1,527	194	126	183	9,270
110 10324	Hazel	Veronica	A	0	47,476	3,632	N	0	-	0	0	1,527	194	126	193	5,672
			P		47,476	3,478	N	0	L	0	8,139	1,527	194	126	193	13,655
110 10324	Hazel	Veronica	A	0	41,633	2,963	N	0	L	0	11,626	1,527	194	126	169	16,605
			P		41,120	3,146	-	0	-	0	0	1,527	194	126	167	5,160
110 10324	Hazel	Veronica	A	0	39,745	3,041	-	0	-	0	0	1,527	194	126	162	5,050
			P		39,745	3,041	-	0	-	0	0	1,527	194	126	162	13,817

**STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
CHILD SUPPORT ENFORCEMENT ADMINISTRATION
COOPERATIVE REIMBURSEMENT AGREEMENT
TERMS AND CONDITIONS**

COURT AND LAW ENFORCEMENT AGENCIES

I. PROGRAM AND SERVICES TO BE PROVIDED

- A. Subject to the continuing availability of Federal and local funding, the PROVIDER shall provide the program for the recovery of child support payments from non-custodial parents of children in accord with the plan fully described in the Cooperative Reimbursement application, which is incorporated herein.**

Such program shall be subject to the supervision of the DEPARTMENT OF HUMAN RESOURCES ("DEPARTMENT") to include the Child Support Enforcement Administration (CSEA) and Local Department of Social Services or Local Office of Child Support Enforcement and shall be in compliance with such rules and regulations as the DEPARTMENT may adopt covering operation of the program. Supervision will consist of but not be limited to compliance reviews, case record reviews, statistical analysis, audits, monitoring of operational systems, and procedures and any other reviews deemed necessary by the Administration, or appropriate actions consistent with Uniform Interstate Family Support Act.

- B. The PROVIDER, pursuant to §10-111, Family Law Article, Maryland Annotated Code, shall provide child support enforcement services for the Administration in all legal and equitable actions, available under Maryland Law, including but not limited to proceedings under Md. Code Ann., Fam. Law §§10-108 (a)(6), 10-120 through 10-138 (wage lien provisions) §§10-203 through 10-219, 5-1001 through 5-1048, and §§10-301 through 10-359, whether Maryland is the initiating or the responding State to establish, modify and enforce any legal obligation for child support including the establishment of paternity for out-of-state petitioners.**

In accord with Md. Code Ann., Fam. Law §10-109, any action brought by any court or law enforcement agency to establish the legal obligation for child support for parents who have not received Temporary Cash Assistance (TCA) must be preceded by an approved application for services obtained by the local Department of Social Services or local Child Support Administration or appropriate actions consistent with the Uniform Interstate Family Support Act.

- C. Courts and Judicial Proceedings Article, §6-103.1 permits Maryland courts to exercise personal jurisdiction over non-resident defendants in child support proceedings, and §6-103.2, over non-resident defendants in paternity proceedings.

II. MODIFICATION AND TERMINATION

This Agreement represents the complete and final understanding of the PARTIES, and no other understandings or representations, oral or written, regarding the subject matter of this Agreement shall be deemed to exist or bind the PARTIES hereto, except that:

A. Reductions or Increases in Federal Funding

Reductions and/or increases in Federal funding during the term of this contract may be passed on to the PROVIDER at the sole discretion of the DEPARTMENT.

B. Budget Adjustments

Adjustments of funds between budget categories (line item changes) must receive written approval by the DEPARTMENT. Adjustments that do not affect the total authorized funding, and are consistent with the objectives of this Agreement; do not require an amendment to the Agreement.

C. Alteration of Agreement

The PARTIES expressly reserve the right to alter, vary, modify or waive any provision of this Agreement; provided that such alteration, variation, modification, or waiver shall be valid only when reduced to a writing, which has been duly signed by each and every signator to the original of this Agreement or his successor in office and attached to the original of this Agreement.

D. Early Termination

The PARTIES may mutually agree in writing to an earlier termination at any time, or the DEPARTMENT, in its sole discretion, may serve upon the PROVIDER a written notification of an intention to terminate the Agreement as of thirty (30) days or more from the date of the receipt of such notice.

Upon thirty (30) days written notice to the PROVIDER, the DEPARTMENT may terminate this Agreement at any time if it determines that PROVIDER's failure to perform adequately places the State in jeopardy of a fiscal sanction as described in Section V of this Agreement. Such determination shall be based upon reports, audits, and monitoring in accordance with Sections §§ IV.A, IV.B, IV.C and IX.D.

III. COST AND EFFICIENCY

A. Payment:

The Department shall reimburse the Provider for services provided in the Agreement at a rate of 66% for all allowable expenditures less the DHR Administrative Fee.

Payments by the DEPARTMENT will be contingent upon submission of a certified and itemized quarterly invoice. Invoices must be submitted as indicated in Section III D of this Agreement. Invoices must show PROVIDER's actual expenditures for the previous quarter in accordance with the approved budget. The format for the invoice shall be provided by the CSEA.

B. Reduction of Expenditures by Fees and Other Income:

In determining the total amount expended for any quarter, the PROVIDER must exclude any authorized costs of collection deducted from support payments or charged to obligors, and any other income including interest earned on bank accounts, derived from services provided under the Agreement.

C. Payment of funds for the costs of services under this Agreement is contingent upon the DEPARTMENT's receiving funds to pay for these costs from funds appropriated under Title IV-D by the United States Department of Health and Human Services.

D. Notwithstanding any other provision of this Agreement, an invoice submitted by a PROVIDER for payment of expenditures (cash basis) made during any fiscal quarter must be received by the CSEA's Contract Manager as stipulated below. Payment may be withheld at the sole discretion of the DEPARTMENT under this Agreement on account of any such expenditure if the invoice is not received by the following dates:

December 31 March 31 June 30 September 30	January 31 April 30 July 31 October 31
--------------------------------------------------------------	-----------------------------------------------------------

E. Reduction of Reimbursement:

DEPARTMENT reserves the right to impose penalties for failure to meet the terms and Conditions of the Cooperative Reimbursement Agreement, including, but not limited to performance standards, performance goals, and reporting requirements. Failure to meet performance standards or performance goals in any quarter may, at the Department's discretion, result in a penalty of up to 10 percent of reimbursement otherwise due the Provider. Failure to meet reporting requirements or any other material term or condition of the Cooperative Reimbursement Agreement may, at the Department's discretion, result in a penalty of up to 10 percent of the amount otherwise due the Provider.

- 1. The Performance standards are those enumerated in 45 CFR 303.2 - 303.8 and 303.20. Detailed specification of the performance standards requirements are defined in Part III, Program Narrative and Part IV Program Personnel of the Cooperative Reimbursement Application.**
- 2. The Performance Goals are enumerated in Part VI, Performance Goals of the attached Cooperative Reimbursement Agreement Application. The Court Hearing and Disposition Report generated by the Child Support Enforcement System (CSES) will be used to determine actual performance.**
- 3. Performance Goals:**

Actual performance will be determined as follows:

Sheriff's Office

Statistical data used to measure performance is based on data obtained from the Summons and Warrants Tracking Report produced by the CSES. Performance is measured by the total number of summonses served and warrants executed each quarter.

Masters' Office

Statistical data used to measure performance is based on data obtained from the Court Hearing and Disposition Screen produced by the CSES. Performance is measured by the total number of hearings held, dispositioned or continued.

Performance is satisfactory if the percentage of actual performance to the goal is at or above the quarterly percentage rates shown in the chart below. The expected performance rate should be met in each performance category outlined in the CRA Application. However, the Provider will be considered compliant if the appropriate performance rate is met in all categories together as a total.

1 st Quarter	18%
2 nd Quarter	40%
3 rd Quarter	60%
4 th Quarter	80% or More

If performance is not met within the above expected percentage rate each quarter then a corrective action plan (CAP) is required. If performance at the required level is not achieved within the period set forth in the CAP then a 10% reduction may be imposed on the quarterly invoice. There may also be mitigating factors recognized by CSEA that override strict adherence to the performance rates set in Section III.E.3.

4. Corrective Action Procedures

The DEPARTMENT reserves the right to reduce or withhold contract payment in the event that the PROVIDER does not meet the aforementioned performance requirements. In this regard, the DEPARTMENT may reduce or withhold payment as follows:

- a. Withhold up to 10% from the first quarterly invoice following the PROVIDER's failure to submit a corrective action plan within the timeframes required by the DEPARTMENT. After submission and approval by the DEPARTMENT of the late corrective action plan, the contractor may be, at the discretion of the DEPARTMENT, eligible to receive the withheld funds. The DEPARTMENT shall include the withheld amount in the payment to the PROVIDER that results from an invoice received after the PROVIDER is notified that the late corrective action plan is approved.
- b. Reduce one quarterly payment to the PROVIDER by up to ten (10) percent for failure by the PROVIDER to cure deficiencies within the time frame established in a corrective action plan. However, in instances in which the PROVIDER documents mitigating circumstances the DEPARTMENT may extend the time frame for curing deficiencies. In such instances, if the PROVIDER is unable to cure the deficiency within the extended time frames, one monthly payment will be reduced.

IV. DOCUMENTATION AND RECORDS

Fiscal Responsibility, Records, Reports, and Monitoring Procedure:

PROVIDER shall assume responsibility for maintenance of records which reflect all direct and indirect costs of any nature expended in the performance of this Agreement; such records are to be subject at all reasonable times and upon receipt of reasonable notice for inspection, review or audit by Federal and/or State personnel assigned to perform such inspection by the DEPARTMENT or duly authorized Federal or State agency; and will furnish such fiscal and statistical reports as may be required by the DEPARTMENT, to the Division of Budget and Finance, to the Inspector General, and to the CSEA.

Program Records, Controls, Reports, and Monitoring Procedure:

- B. The PROVIDER shall use the CSES Document Generation module to generate forms for each action taken in a child support case to establish paternity or establish, modify or enforce a child support and medical support obligation. In addition, each action taken shall be documented in CSES with a case action log in the manner prescribed by the CSEA and, as appropriate, a copy of the document used maintained in a hard copy file in accordance with 45 CFR 303.2 (Establishment of cases and maintenance of case records).**

Statistical information will be obtained from the CSES. Service of process, execution of writs and warrants and court proceedings must be documented in CSES, in the manner prescribed by the Child Support Enforcement Administration. Statistical information related to the establishment of paternity, establishment and enforcement of support must be documented in CSES as prescribed by CSEA. Performance incentive calculations will be based upon data extracted from CSES.

C. Retention of Records:

The PROVIDER shall retain all records, and other documents relevant to this Agreement, including forms previously submitted to the DEPARTMENT in accord with its requirements, for a period of no less than three years after the date of final payment, a resolution of audit findings, or disposition of non-expendable property, whichever is later; and upon receipt of reasonable notice thereof, full access thereto and the right to examine any of said materials shall be afforded Federal and/or State auditors who shall have substantiated in writing a need thereof in the performance of their official duties and such other persons as are authorized by the DEPARTMENT.

- D. Paragraphs A through C, supra, and Section III shall be construed in limitation of PROVIDER's reporting responsibilities under this Agreement.**

V. FISCAL RESPONSIBILITY

The PROVIDER hereby agrees to immediately reimburse the DEPARTMENT for any payments withheld from the DEPARTMENT or adjustments made in funds otherwise due the DEPARTMENT by the U.S. Department of Health and Human Services (HHS) in connection with any expenditures by the PROVIDER under this Agreement; provided, however, that such reimbursement shall not be required for payments withheld or adjustments made by reason of any failure by the DEPARTMENT to comply with the terms of the Agreement. In addition, the PROVIDER hereby agrees to reimburse the DEPARTMENT for any expenditures under this Agreement which is determined as a result of an audit by the DEPARTMENT, HHS or any authorized entity to be attributable to:

- (1) services to ineligible persons;
- (2) ineligible services;
- (3) ineligible indirect costs, the provider may be liable for any disallowance or charges; or
- (4) any other items that are inconsistent with the provisions of this Agreement.

If the DEPARTMENT believes that any determination by HHS is erroneous or improper for any reason, the DEPARTMENT shall pursue all available legal remedies to reverse such determination and to prevent any fiscal sanction which HHS may seek to impose. The PROVIDER shall have a right to appeal any request for the return of funds under this paragraph. The appeal shall be to the Secretary of the DEPARTMENT and shall be conducted in accordance with the State Administrative Procedure Act. The procedures to be followed shall include a hearing before an Administrative Law Judge in the Office of Administrative Hearings, who shall render a recommended decision to the Secretary of the DEPARTMENT, who shall make the final decision. The PROVIDER shall return funds required to be returned under this paragraph no later than thirty (30) days following the DEPARTMENT's request for their return. However, if an appeal is requested within that thirty (30) day period, the PROVIDER will not be responsible for returning funds until thirty (30) days after such appeal has been completed and denied, or until a fiscal sanction has been imposed by HHS, whichever occurs first. The requirement for the return of such funds shall in no way be affected by any judicial remedies the PROVIDER might pursue in connection with the enforcement in this section. Under this section, the PROVIDER shall not be required to return any funds in excess of the full amount received under this Agreement during the period(s) for which the fiscal sanction is imposed.

VI. LOCAL INCENTIVES

Incentive money received from the Federal Government in accordance with 42 U.S.C. §658a will be distributed by the DEPARTMENT in accordance with the Md. Code Ann., Fam. Law §10-106.1, COMAR Title 07.07.11 and 45 CFR 303.52. Monies from the fund shall supplement and may not be used to supplant the budget of the Administration, a county, or a local support enforcement office.

State law allows incentive funds to be used for IV-D and Non-IV-D activities.

- a. IV-D activities are specifically provided for in Title IV-D of the Social Security Act and regulations issued by OCSE and are eligible for federal matching funds.
- b. Non-IV-D activities are not specifically provided for in Title IV-D of the Act or in regulations issued by OCSE and are ineligible for federal matching funds.
- c. State law identifies the specific types of IV-D and Non-IV-D activities for which incentive funds may be used. These activities include:
 - a. Privatizing and outsourcing of child support enforcement services;
 - b. Improving automation capabilities;
 - c. Creating public awareness projects;
 - d. Developing program and special projects;
 - e. Establishing a performance incentive program to provide incentives for employees;
 - f. Assisting in staff development;
 - g. Establishing community outreach programs and activities;

Note: Use of incentive funds for non-IV-D activities must receive prior approval from the DEPARTMENT and from the Federal Office.

VII. COLLECTION AND OTHER FEES

Under this Agreement, the PROVIDER shall not charge any fees for child support services.

VIII. SAFEGUARDING INFORMATION

The use or disclosure by any PARTY of any information concerning an applicant for or recipient of the services hereunder for any purpose inconsistent with the responsibilities and/or official duties of the DEPARTMENT or the PROVIDER under this Agreement and/or applicable provision of law, or the provisions of 45 CFR 205.50, is prohibited, except on written consent of the recipient, his attorney, or, if he is under a disability, his responsible parent, guardian or legal representative.

IX. TECHNICAL ASSISTANCE AND CONSULTATION

- A. The DEPARTMENT shall furnish the PROVIDER with such technical assistance and consultation by DEPARTMENTAL staff as is reasonably necessary to assure satisfactory performance in providing the services required by this Agreement and not readily available elsewhere.
- B. The DEPARTMENT shall designate a CSEA and Local Child Support Agency (DSS or OCSE) Contract Manager to serve as the contact between the DEPARTMENT and the PROVIDER regarding all matters relative to this Agreement.

- C. The use of funds under this Agreement by the PROVIDER to hire consultants shall require prior approval of the DEPARTMENT's designated Contract Manager, of any such arrangement and the proposed work plan of the consultants involved.
- D. The PROVIDER agrees that meetings with any staff directly or indirectly involved in the provision of services which are the subject of this Agreement may be conducted at any reasonable time by Federal and/or State personnel assigned by the DEPARTMENT or by a duly authorized Federal or State agency for the purpose of monitoring or facilitating implementation of this Agreement.

X. EMPLOYEES

The individuals providing services for the DEPARTMENT pursuant to this Agreement shall be exclusively the employees of the PROVIDER and, as such, shall be entitled to participate in such employee benefit programs as shall be available to other persons in the PROVIDER's employ. No individual while an employee of the State of Maryland, or any Department, Commission, Agency or Branch thereof, whose duties as such employee relate to the subject matter of this Agreement, may concurrently be employed by the PROVIDER.

XI. STATE LAWS AND REGULATIONS

The terms of this Agreement and its execution are subject to all applicable Maryland laws and regulations and approval of such other agencies of the State of Maryland as is required under said laws and regulations.

XII. BINDING EFFECT OF CHILD SUPPORT LAWS AND REGULATIONS

The terms of this Agreement are subject to the provisions of the Federal Social Security Act establishing and governing public assistance and child support enforcement found in Title 42 of the United States Code, Chapter 7, particularly Title IV-D; the regulations of the United States Department of Health and Human Services promulgated thereunder, found in Title 45 of the Code of Federal Regulations, Parts 301 through 305, 307; and the provisions of the State plan adopted pursuant thereto.

XIII. SAVINGS CLAUSE

Both PARTIES hereby acknowledge the possibility of substantial changes in State and/or Federal regulations law or applicable to this Agreement and expressly agree to renegotiate and amend this Agreement as necessary to comply with such changes.

XIV. EQUAL OPPORTUNITY CLAUSE

- A. The PROVIDER agrees not to discriminate against any employee or applicant for employment under this program because of sexual orientation, race, sex, age, marital status, political affiliation, national origin, religion and physical or mental disability: unrelated in nature and extent so as reasonably not to preclude the performance of such employment. The PROVIDER will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without discrimination because of their sexual orientation, race, sex, age, marital status, political affiliation, national origin, religion and physical or mental disability: unrelated in nature and extent so as reasonably not to preclude the performance of such employment. Such action shall include, but not be limited to employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The PROVIDER shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by the DEPARTMENT setting forth the substance of this Equal Opportunity clause.**
- B. The PROVIDER shall, in all solicitations or advertisements for employees placed by or on behalf of the PROVIDER, state that all qualified applicants will receive consideration for employment without regard to sexual orientation, race, color, religion, sex, age, national origin or disability.**
- C. In the event of PROVIDER non-compliance with this clause, the DEPARTMENT at its option may cancel, terminate or suspend this Agreement, in whole or in part.**

XV. USE AND SUPPLY OF INFORMATION

The DEPARTMENT will assure compliance with the prompt notice requirement in 45 CFR 235.70, requiring the Department of Social Services or CSEA Local Child Support Office to promptly transmit all relevant information regarding Temporary Cash Assistance (TCA) recipients to the PROVIDER hereunder, upon the furnishing of aid or the determination that an individual is a TCA recipient.

The DEPARTMENT shall grant the PROVIDER access to its Central Registry of records containing all available identifying information, including location, employment and financial status, if known, relating to parents who have deserted or appear to have deserted their children or from whom financial support for dependent children may be solicited in furtherance of the objectives of this Agreement.

XVI. CIVIL RIGHTS

A. The PROVIDER will not, on the grounds of sexual orientation, race, sex, age, marital status, political affiliation, national origin, religion and physical or mental disability:

- (1) deny any individual any service or other benefit provided under the program;**
- (2) provide any services or other benefit to an individual which is different, or is provided in a different manner, from those provided to others under the program;**
- (3) subject an individual to segregation or separate treatment in any matter related to receipt of any service(s) or other benefits provided under the program;**
- (4) restrict an individual in any way in the enjoyment of any advantage or privilege enjoyed by others receiving any service or other benefit provided under the program;**
- (5) treat any individual differently from others in determining whether he satisfied any eligibility or other requirement or condition which individuals must meet in order to receive any aid, care, service or benefit provided under the program; (6) deny any individual an opportunity to participate in the program through the provision of services or otherwise afford him an opportunity to do so which is different from that afforded others under the program.**

B. The PROVIDER, in determining:

- (1) the types of services or other benefits to be provided under the program;
or**
- (2) the class of individuals to whom, or the situations in which such services or other benefits will be provided under the program; or**
- (3) the class of individuals to be afforded an opportunity to participate in the program; will not utilize criteria or methods of administration which have the effect of subjecting individuals to discrimination because of sexual orientation, race, sex, age, marital status, political affiliation, national origin, religion and physical or mental disability or have the effect of defeating or substantially impairing accomplishment of the objectives of the program in respect to individuals of a particular sexual orientation, race, sex, age, marital status, political affiliation, national origin, religion and physical or mental disability.**

XVII. NON DISCRIMINATION IN PROGRAMS

The PROVIDER understands that it will comply fully with provisions of the Americans With Disabilities Act. The Provider agrees that it will not directly, or indirectly, through contractual or other arrangements, utilize criteria or methods of administration that have the effect of subjecting qualified individuals with disabilities to discrimination on the basis of disability; or that have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of THE DEPARTMENT's program with respect to individuals with disabilities.

XVIII. PURCHASE AND TREATMENT OF ASSETS

- A. The PROVIDER shall obtain prior written approval from the DEPARTMENT for any assets acquired (rented or purchased) with funds paid under this Agreement, excluding ordinary office supplies, except that such approval is not required with regard to assets described in the Cooperative Reimbursement Program Application attached hereto.
- B. The PROVIDER shall receive reimbursement for the applicable Federal share, for equipment acquired under this Agreement through use allowances, depreciation, or one-time charge in the amount of acquisition cost. The computation of depreciation or use allowance will be based on acquisition cost.
 - 1. The method for computing depreciation of equipment shall be in accord with the IRS Guidelines. Equipment is defined by the Federal government as being tangible personal property which has a useful life of more than two years or a cost of \$500 or more. Equipment costing \$25,000 or less may be purchased under the Cooperative Reimbursement Agreement with CSEA approval and may be claimed in the period acquired; equipment costing over \$25,000 must be depreciated (Code of Federal Regulations, Title 45, Part 95, Subpart G.).
 - 2. The use allowance for equipment shall be computed at an annual rate of six and three quarters percent (6 3/4%) of acquisition cost.
- C. The PROVIDER shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection and preservation of all equipment so as to assure its full availability and usefulness for the performance of this Agreement.
- D. Such equipment shall, unless otherwise provided herein, or approved in writing by the DEPARTMENT, be used only for the performance of this Agreement.
- E. If the equipment is depreciated, any gain or loss on the disposition of the equipment shall be treated as a decrease or an increase to the depreciation expense for the period in which the disposition takes place. This does not apply to equipment for which costs were claimed for reimbursement through use allowance.

- F. Title to all property acquired by the PROVIDER under this or any past agreement, at a cost of One Thousand Dollars (\$1,000) or over, including purchase by lease purchase agreement, for the cost of which the PROVIDER was reimbursed, at the applicable Federal Financial Participation (FFP) rate, shall vest in the DEPARTMENT.
- G. Every federal fiscal year and upon termination of this Agreement, the PROVIDER shall deliver to the DEPARTMENT a listing of all DEPARTMENT property leased or purchased during this agreement, showing the following information as to each property item:
1. A description of the property;
 2. Manufacturer's serial number or other identification number;
 3. Acquisition date and cost;
 4. Acquisition date and rental cost;
 5. Source of property;
 6. Percentage of Federal funds used in the acquisition of the property;
 7. Location, use and condition of the property;
 8. A copy of purchase order for each item purchased;
- H. Upon termination of the Agreement, the DEPARTMENT may require the PROVIDER to deliver to the DEPARTMENT any DEPARTMENT- owned property specifically produced or acquired for the performance of this Agreement.

The Administration shall furnish a form for the PROVIDER's use in submitting the Yearly Equipment Inventory Report.

XIX. LISTING WITH JOB SERVICE

PROVIDER agrees to list all employment positions to be created or filled in connection with the services to be provided under this Agreement with the Maryland Job Workforce Exchange, Department of Labor, Licensing and Regulation, or its successor, except where such positions are required to be filled through the County/City Merit System or where there are special employment conditions which cannot be met through the use of this service.

XX. ANTI-DRUG ABUSE

The PROVIDER, pursuant to Section 41 USC §702, shall provide a drug-free work place by taking the following steps:

- A. Publishing notice to employees that controlled substances are prohibited in the work place and specifying sanctions for violations.

- B. Establishing a drug-free awareness program to inform employees about the dangers of drugs, the employer's drug-free policy, the availability of counseling and treatment and the penalties for violations.
- C. Making it a condition of their employment that employees will abide by the notice and will notify the PROVIDER of any drug statute conviction for a work place violation no later than five (5) days after such conviction.
- D. Notifying the DEPARTMENT of an employee's conviction within ten (10) days after receiving notice from the employee.
- E. Imposing a sanction on, or requiring satisfactory participation in, a drug abuse assistance or rehabilitation program, by an employee who is so convicted.
- F. Making a good faith effort to maintain a drug-free workplace.

XXI. CHILD SUPPORT ENFORCEMENT SYSTEM (CSES)

The PROVIDER shall participate in the operation, comply with all policies and procedures, and participate in new worker, as appropriate and ongoing training and activities that result from system enhancements with regard to the statewide automated Client Information System (CIS)/Child Support Enforcement System (CSES) operated by the DEPARTMENT. (CIS)/CSES shall be the only data processing system funded under this agreement. The Provider's costs for operating a Provider operated system shall not be covered by this agreement.

The PROVIDER shall assign to two employees Security Monitor and back-up Security Monitor functions for the purpose of processing Logon-ID requests to add, change security roles or delete PROVIDER employees who use CSES. In addition, the Security Monitor shall be responsible for maintaining Worker Code Table for PROVIDER employees who use CSES.

The PROVIDER shall purchase or replace as necessary equipment and software for employees who must access the CSES in order to provide services under this agreement. The State shall reimburse the PROVIDER for equipment and software purchases that are properly invoiced. The ownership and maintenance of the CSES equipment and software purchased under this Section shall be governed by Section XVIII.

XXII. CHILD SUPPORT ENFORCEMENT TRAINING

The PROVIDER shall attend the child support training academy and other training deemed necessary by the DEPARTMENT (CSEA or Local Child Support Agency) related to establishment of paternity, establishment and enforcement of child and medical support order, review and adjustment of orders or special initiatives or projects.

XXIII. REVIEW AND ADJUSTMENT

The PROVIDER shall complete necessary actions for the periodic review and adjustment of existing child support orders in a manner consistent with the DEPARTMENT'S policies and directives.

XXIV. HEALTH INSURANCE ENFORCEMENT

The PROVIDER shall complete necessary actions for the establishment and enforcement of health insurance or medical support in child support court orders in a manner consistent with the DEPARTMENT'S policies and directives.

XXV. NON-TEMPORARY CASH ASSISTANCE

The PROVIDER shall provide child support services to the recipients of Non-TCA Medical Assistance and treat the same as Non-TCA cases, in a manner consistent with the DEPARTMENT'S policies and directives.

XXVI. TITLE IV-E AND STATE FOSTER CARE

The PROVIDER shall provide child support services on behalf of the State for Title IV-E and State funded Foster Care children, in a manner consistent with the DEPARTMENT'S policies and directives.

XXVII. CERTIFICATION REGARDING LOBBYING

Certification Regarding Lobbying required by 31 U.S.C. § 1352 prohibits the use of Federal funds for lobbying and requires the disclosure of each instance of lobbying that occurs using appropriated or other fund sources. Completion of this Certification Regarding Lobbying is required as acknowledgment of this prohibition on behalf of the PROVIDER and the related requirements and penalties.

XXVIII. SERVICES TO NON-CUSTODIAL PARENTS

Provider expressly agrees to provide child support services to non-custodial parents who file an application for services with the DEPARTMENT in compliance with § 454(6) of the Social Security Act, federal regulations at 45 CFR §302.33(a) and the DEPARTMENT's policies and directives.

XXIX. EMPLOYEE CERTIFICATION

"Charges to Federal awards for salaries and wages, whether treated as direct or indirect costs, will be based on payrolls documented in accordance with generally accepted practice of the governmental unit and approved by a responsible official(s) of the governmental unit." (2 CFR CH. II Pt. 225, App. B, (1) OMB Circular A-87 and Guidance) (See Attachment A)

- A. The PROVIDER shall provide certification of all employees working 100% with the DEPARTMENT. "Where employees are expected to work solely on a single Federal Award or cost objective, charges for their salaries and wages will be supported by periodic certifications that the employees worked solely on that program for the period covered by the certification. These certifications will be prepared at least semi-annually and will be signed by the employee or supervisory official having first hand knowledge of the work performed by the employee." (2 CFR CH. II Pt. 225, App. B, (2) OMB Circular A-87 and Guidance)**

B. Compensation for Personnel Services

To comply with OMB Circular A-87, employees that work on multiple activities, other than child support activities, a distribution of the billable hours must be supported by timesheets or personnel activity reports or equivalent documentation. Additionally,

- 1. For each employee working less than 100% of their time on the child support program, attach a timesheet illustrating child support activities. Timesheets must contain a signature block for the employee's signature.**
- 2. Personnel Activity Reports must illustrate the following:**
 - Actual activity of the employee;**
 - Account for the total activity for which each employee is compensated;**
 - Coincide with one or more pay periods; and**
 - Contain a signature block for the employee's signature.**

ATTACHMENT A

CHILD SUPPORT ENFORCEMENT ADMINISTRATION FEDERAL PROGRAM EMPLOYEE CERTIFICATION REPORTING FORM

Instructions Employees working entirely on the Cooperative Reimbursement Agreement (CRA) with the Maryland Department of Human Resources/Child Support Enforcement Administration (CSEA), during the report period, should complete this certification form immediately following the end of each six-month reporting period and submit the original to CSEA Contract Manager. A copy (original at CSEA) of the form must be made available to state and federal auditors upon request.

Purpose of Form: To comply with OMB Circular A-87, employees that are expected to work solely on a single federal award or cost objective are required to periodically certify that they worked solely on that program for the period covered by the certification (See Terms and Conditions for clarification).

Jurisdiction:

CRA Contract #:

Check one Box

Master's Office ☐

State's Attorney's Office ☐

Sheriff's Office ☐

Administrative Office of the Courts ☐

Time Reporting Period (check one box)

☐ October 1 through March 31, _____

☐ April 1 through September 30, _____

I certify that while employed during this time period, I worked solely on the Maryland Department of Human Resources, Child Support Enforcement Administration, and Cooperative Reimbursement Agreement.

Date	Printed Employee Name	Employee Signature	Supervisor's Initials
	Project Supervisor's Name & Signature		